

**Operational Guidelines for the Scheme for Supply of PDS  
Rice @ Rs. 2/- per Kg.**

1. Scheme : The scheme envisages distribution of BPL and Antyodaya rice @ Rs. 2/Kg with effect from 1<sup>st</sup> August, 2008 to all families presently getting rice under these schemes. Rice will also be supplied to all SC/ST boarders in hostels run and/or funded by SC & ST Development Department @ Rs. 2/Kg.

2. Coverage & Scale of Entitlement :

- (i) The scheme will cover about 55.79 Lakh beneficiaries entitled to BPL and Antyodaya rice as per the following details :

Scheme	Number	Scale of entitlement (per month)	Current Consumer Price	Revised Consumer Price
Antyodaya Anna Yojana	12.645 Lakh	35 Kg	3.00 Rs/Kg	2.00 Rs/Kg
BPL families in ITDP/DPAP Blocks	15.84 Lakh	25 Kg	16 Kg @ Rs. 4.75/Kg 9 Kg @ Rs. 6.30/Kg	2.00 Rs/Kg
BPL families in other areas	21.75 Lakh	25 Kg	Rs. 6.30/Kg	2.00 Rs/Kg
Non-BPL families in KBK districts	5.56 Lakh	25 Kg	Rs. 6.30/Kg	2.00 Rs/Kg

- (ii) Rice will also be supplied for the SC/ST boarders staying in hostels run and/or funded by the SC & ST Development

Department at the scale of entitlement of 15 Kg per student  
@ Rs. 2/Kg for ten months in a year.

3. Implementing Agency : The scheme will be implemented through the Orissa State Civil Supplies Corporation Ltd (OSCSC) and the State Government will provide subsidy to the OSCSC for implementing this scheme.

4. Distribution Channel : Rice will be distributed through Storage Agents and Fair Price Shops as per the existing PDS channels until further orders.

5. Supervision and Monitoring at State Level :

(A)FS&CW Department : FS&CW Department will be responsible for proper and smooth implementation of the scheme and to prevent any diversion of rice.

(B)OSCSC Ltd : OSCSC Ltd will be responsible for :

- (i) Procurement of PDS Rice from FCI/own stocks.
- (ii) Placement of funds with FCI/District Collectors/CSO-cum-DM's by 1<sup>st</sup> day of the preceding month to enable lifting before the end of the month preceding the month of allotment.
- (iii) Timely physical availability/movement of rice in coordination with the FCI.

- (iv) Regular reporting of the foodgrains allotted, lifted and distributed.
- (v) Ensuring that all Storage Agents lift their stocks and supply to retailers in time.
- (vi) Lifting and distribution of correct quantity and the prescribed quality of foodgrains.

6. SUPERVISION AND MONITORING BY DISTRICT ADMINISTRATION.

(A)District Collectors : Collectors will be personally responsible for proper implementation of the scheme and to ensure that all genuine beneficiaries get rice at Rs.2/Kg and there is no diversion. They will :

- (i) Ensure that PDS rice is lifted by the storage agents by 25<sup>th</sup> day of the month preceding the allocation month and made physically available at all the retail outlets by the end of the preceding month.
- (ii) Ensure that wide publicity is given to the scheme and awareness generation is made through wall painting/hoarding in all Block offices/G.P.'s/urban local bodies and other prominent public buildings, fair price shops etc.

- (iii) Mobilize the entire administrative machinery at the district/block level for supervision of the scheme.
- (iv) Ensure presence of one government official, as far as possible, for each fair price shop to supervise the distribution of rice in presence of Sarpanches, Panchayat Samiti members, Ward Members, other elected P.R.I. and U.L.B. representatives, Women Self Help Groups, members of PDS advisory committees, Civil Society Organizations such as Vigilance Committees etc on the designated days of distribution.
- (v) Form flying squads with executive magistrates and other senior officers for verifying as many distribution centres as possible and for keeping a close watch over proper distribution of rice.
- (vi) Obtain reports from all fair price shops through B.D.O.'s/U.L.B. Executive Officers about quantity distributed and number of beneficiaries covered after each distribution day and report daily report to the government.
- (vii) Take exemplary and strongest possible action against any dealers, traders etc found diverting the PDS rice,

including detention under the PBMS Act and arrest and prosecution under the Essential Commodities Act.

- (viii) Eliminate fake/ghost ration cards and cards issued to ineligible persons.
- (ix) Ensure that ration cards are physically available with 'bona-fide' beneficiaries. In cases where card has been lost by the beneficiary or retained by unauthorized persons or mortgaged etc, fresh duplicate ration cards should be printed and supplied to 'bona-fide' beneficiary.
- (x) Set up a robust Complaint Redressal Mechanism for prompt enquiry into complaints. Complaints and action taken thereon shall be recorded and monitored.

(B)Sub-Collector : Sub-Collectors will take it as their primary and original responsibility to supervise and monitor the programme with assistance of Addl. Sub-Collectors and ACSO's.

(C)CSO-cum-DM, OSCSC : The CSO-cum-DM, OSCSC, under the guidance and supervision of the Collector, will be personally accountable for proper implementation of the scheme. They, along with their field civil supplies executive staff, will be responsible for timely lifting and placement of rice

by storage agents and retailers, ensuring supply of proper quality and right quantity of rice, submission of reports and returns, checking and verification of accounts of dealers and all other activities necessary for implementation of scheme.

(D)B.D.O.'s and E.O.'s of Urban Local Bodies : B.D.O.'s and Executive Officers of urban local bodies will be responsible for proper implementation of scheme in their respective area of jurisdiction. They will ensure installation of hoardings, wall painting etc in public offices for consumer awareness generation hold regular meetings and interaction with elected representatives, WSHG's, NGO's for being present at the FPS on distribution days, designate extension officers to remain present in each FPS on distribution days, collect reports and returns from retailers about distribution of rice on each distribution day and submit reports to Sub-Collectors/Collectors, ensure physical availability and proper distribution of rice, maintain close vigil over distribution of rice, hold meetings of BLAC/TLAC every month, ensure regular functioning of RLAC's and take all other steps for proper implementation of the scheme. They will report about any problem/dislocation in distribution without any delay to the

Collector and take prompt remedial action, as and when needed.

(E) Any Official entrusted with any duties relating to the scheme, irrespective of his parent department, will be bound to carry out the duties diligently without fail.

7. Prevention of Pilferage/Diversion :

- (i) It is of utmost importance that there is no diversion/pilferage of the PDS rice supplied under the scheme.
- (ii) Any officer entrusted with any responsibility or duty related with implementation, supervision and monitoring of the scheme will be liable for strong disciplinary action, including suspension, in the event of any neglect or lapse in discharge of duties.
- (iii) Any person or dealer indulging in black-marketing of rice supplied under the scheme should be dealt with very strongly. Powers under the Prevention of Black-marketing and Maintenance of Supplies of Essential Commodities Act, 1980 (PBMS Act) should be invoked to deter unscrupulous persons from blackmarketing the subsidized rice. Unscrupulous elements should be arrested and prosecuted

under section 7 of the Essential Commodities Act and no leniency should be shown in such cases.

- (iv) Licensing authorities have powers under the OPDS (Control) Order, 2008 to suspend license without prior notice in cases of irregularities. Any licensee committing irregularities should not be allowed to continue.
- (v) From August onwards, at least one squad should function in each and every Block and urban local body to monitor the scheme.

8. Procedural Safeguards to prevent diversion :

(i) Allocation Order

- Block/U.L.B-wise, Storage Agent and retailer-wise allocation for the entire year should be made and displayed on notice board of offices of Collector, Sub-Collector, Panchayat Samiti, U.L.B. and G.P. and website of the district.
- Copies of allocation orders should be supplied to Hon'ble MP's, Hon'ble MLA's, Panchayat Samiti, Gram Panchayat and urban local body.

- Any member of public should be provided with copies thereof on payment of cost @ Rs. 2/- per page on application.

(ii) List of Ration Cardholders :

- Lists of all ration cardholders should be made available at Fair Price Shop (FPS), G.P. Office, Block/urban local body Office and Collectorate for inspection by any member of public.
- List of ration cardholders should be read out to the members of public on the first distribution day of every month and any objections to the list should be enquired into and disposed promptly.
- Fake/Ghost ration cards and cards with ineligible or unauthorized persons should be meticulously detected and eliminated.
- Duplicate Ration Cards containing the original ration card number, serial number of Electors Photo Identity Card (EPIC) of the head of household etc should be provided to those beneficiaries who have lost their ration cards or whose ration cards are in possession of unauthorized persons. If the head of household does not possess

EPIC, his photo should be affixed on the ration card. Wherever duplicate temporary cards have been issued, no ration should be issued on the original card.

(iii) Movement of Stock from FCI to Storage Agent :

- All trucks carrying PDS rice should display banner/sticker on front windshield containing words – ‘PDS Rice’ and place of origin and destination.
- All papers including Gate Pass should be kept in the truck during transit.
- Physical verification on arrival at Storage Agents’ (S.A.) point be conducted by at least one officer jointly with two or more elected representatives and members of BLAC/TLAC and the result of verification should be certified in the stock register of the Storage Agent.
- Stocks should be properly weighed at the time of lifting from FCI/OSCSC Depot and also at the time of issue thereof to retailers.
- If any storage agent delays in lifting of rice, penalty should be invariably imposed, besides other action.
- No stocks should be issued without endorsement on tally register and signature of retailer on cash memo.

(iv) At Retail Point (Fair Price Shop)

- All Tally Registers should be endorsed on a fixed day in the first week of every month for the entire month's requirement without fail.
- Physical verification on arrival of stock at FPS should be made by Sarpanch/representative and one/two members of RLAC and at least one officer designated by the BDO/E.O. of urban local body.
- Monthly certification of offtake by Sarpanch, E.O./ Secretary of G.P., representatives from urban local body, WSHG's, members of RLAC must be adhered to without fail.

9. Advisory Committees : (i) All PDS advisory committees (DLAC, BLAC/TLAC and RLAC) must be convened at least once every month. Convenor of the advisory committee (CSO/BDO or E.O., ULB/E.O. of G.P., as the case may be) will be responsible for personally contacting the chairperson and convening the meeting. DLAC and BLAC/TLAC will review the regular convening and follow-up action on the recommendations of the BLAC/TLAC and RLAC respectively as an item on the agenda of each meeting.

(ii) Wherever the RLAC or BLAC/TLAC has not been constituted, the same should be constituted before 25<sup>th</sup> July without fail.

10. Fixed Distribution Days : Distribution of BPL Rice will be made 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> and 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> of every month. More fixed distribution days may be fixed by the BDO/E.O. of U.L.B. concerned with approval of the Collector in case the number of cardholders attached to a Fair Price shop is too high to be accommodated on the uniform distribution days fixed for the entire State. Distribution of rice must be made on all the distribution centres on these days for which sufficient quantity of foodgrains should be available.

11. Supervision at Distribution Centre :

- (i) For each distribution center, the BDO or E.O., ULB (as the case may be) shall assign as far as possible one government officer to remain present on all distribution days. He will supervise the distribution of rice and send report to the BDO/E.O. at the end of each day. Government officers may be drawn from among extension officers and employees of any other government departments including school teachers.

- (ii) Wherever G.P.'s are distributing PDS rice, services of 'Gaon Sathis' may be utilized for assisting in the distribution.

12. 'Haat – Sale' by Mobile Vans :

- (iii) In places where distribution of PDS rice is made through mobile vans at rural 'haats', the distribution will continue on the scheduled days and not on 'fixed distribution days' alone so that mobile van can be utilized round the month.
- (iv) On the 'haat – sale' day, local elected PRI representatives like ward member, Sarpanch etc, representatives of Women SHG, Civil Society Organizations and, as far as possible, a local government official designated by the BDO will remain present and certify the distribution on the sale register.
- (v) Wide publicity will be given to the schedule of the mobile van and hoarding/wall painting will be erected at the fixed point of sale giving details of distribution day.

13. Complaint Redressal Mechanism : Collectors will make arrangements for receiving complaints in the District Civil Supplies

Office and Block/Municipal Office and to receive complaints. All complaints will be recorded in a register. All the complaints will be enquired into within 7 days and action taken will be noted down in the registers. Collectors will make arrangements for proper functioning of complaint redressal mechanism and will monitor and review the disposal of complaints on a regular basis.

14. FS&CW Department will take steps for implementation of the scheme and for wide publicity of the programme to create public awareness, especially in remote rural and tribal areas so that people take full advantage of the scheme.